

THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE OF NURSING & HEALTH SCIENCES

NURS 5352 SYLLABUS
ADVANCED HEALTH ASSESSMENT
SPRING 2014

Faculty:

Dr. Elaine Ballard, DNP, APRN, FNP– BC
Ms. Sue Brown, MSN, APRN, FNP-BC
Ms. Angie Corley, MSN, APRN, FNP-BC
Dr. Marcie Crisp, DNP, APRN, FNP-BC
Dr. Sandra Petersen, DNP, APRN, FNP-BC, GNP-BC, PMHNP
Ms. Carol Price, MSN, APRN, FNP-BC
Dr. Carol, Rizer, DNP, APRN, CRNA
Dr. Amy Toone, PhD, APRN, FNP-BC

NURS 5352 - Advanced Health Assessment
Course Syllabus
Spring 2014

WELCOME

Welcome to **NURS 5352 - Advanced Health Assessment!** Your instructors for this course are Dr. Elaine Ballard, Ms. Sue Brown, Ms. Angie Corley, Dr. Marcie Crisp, Dr. Amy Toone, Ms. Carol Price, Dr. Carol Rizer and Dr. Sandra Petersen. We look forward to meeting with you in class sessions as well as in our virtual classroom. In this course, we will be learning advanced physical assessment skills as well as learning how to formulate differential diagnoses.

Please refer back to the information contained in this Syllabus any time you have a question regarding the basic course information. You can access a printable version of course material by clicking the Printable Version link. You will need to download a free [Adobe Reader](#) to view PDFs.

One final note, if you are unfamiliar with accessing the Internet or have questions regarding technical requirements, you may want to look at the services available at [The University of Texas at Tyler Blackboard website](#). A list of basic technical requirements is also listed in this Syllabus for your convenience. In addition, you can access the [UT Tyler](#) website for general information about UT Tyler and its student services, which will be reviewed briefly later in this Syllabus.

COURSE INSTRUCTORS

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NURS 5352 - ADVANCED HEALTH ASSESSMENT

Total Credits: 3 semester credit hours; 45 Clinical Hours for students admitted Fall 2013 or later. Those students admitted PRIOR to Fall 2013 will be required to complete 90 clinical hours – 45 hours in faculty-planned clinical experiences and 45 hours with a preceptor.)

COURSE DESCRIPTION

This course will involve application of advanced health assessment principles and skills for comprehensive examination of clients. Focus will be on common deviations from normal. Populations across the lifespan will be included. Course fee required.

Participants will read assigned materials, engage in online discussion, and participate in scheduled on campus classes and laboratory experiences. Products of this course will include three exams, virtual clinical experiences, two episodic SOAP NOTES, clinical logs, module quizzes, and on-campus practicum experiences.

COURSE PREREQUISITES

- Basic health assessment course.
- Minimum grade point average of 3.0 for the last 60 semester credit hours of undergraduate work.
- A Bachelor of Science in nursing degree from a nationally accredited school.
- Current licensure as a Registered Nurse in the state(s) where clinical practicum will occur.

COURSE OVERVIEW:

This advanced clinical track course builds upon baccalaureate and professional practice physical assessment and history-taking knowledge and skills. It focuses on the skills of assessment necessary in advanced nursing practice.

The course provides opportunities for the student to perform comprehensive and problem-specific psychosocial, developmental, cultural and physical assessments in establishing client-centered databases. The student analyzes data from client-centered databases to determine client health status, identify health problems, and formulate diagnoses.

Clinical experiences include opportunities to perform and improve history-taking and assessment skills with input from faculty and/or preceptors in the skills lab and a variety of primary care settings.

Students are expected to be self-directed in their learning and to approach every learning opportunity with clearly articulated and measurable objectives. These objectives must be communicated to preceptors prior to initiating clinical experiences.

COURSE GOALS AND OBJECTIVES

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Building upon basic physical assessment and history taking knowledge and skills, this course focuses on knowledge and clinical skills required for advanced practice nursing. Upon successful completion of this course, the student will be able to:

- Demonstrate the ability to obtain and document a comprehensive health history for individuals across the lifespan.
- Perform a risk assessment of the patient including the assessment of lifestyle and other risk factors.
- Assess health promotion behaviors of individuals across the lifespan.
- Perform and document a complete and episodic physical examination of individuals across the lifespan.
- Perform basic laboratory tests and interpret other laboratory and diagnostic data.
- Relate assessment findings to underlying pathophysiology.
- Analyze assessment data to determine differential diagnoses.
- Analyze assessment data to determine nursing diagnoses.
- Develop an effective and appropriate plan of care for the patient that is research based (evidence-based practice) and takes into consideration life circumstance, cultural, ethnic, and developmental variations.

INSTRUCTIONAL METHODS

This course is taught in a web-enhanced format with online readings as well as scheduled on campus lecture and labs throughout the semester. The following learning experiences are included:

- Online learning activities and website media will be used. Students will access Evolve Online Course to accompany Mosby's Guide to Physical Examination and Shadow Health virtual patients.
- Mandatory face-to-face lecture and labs will be held several times during the semester for intensive focus on advanced assessment skills. In addition there will be a midterm and final practicum.
- Clinical practicums with preceptors in a primary care site will enhance the application and practice of assessment skills.

If you are unable to attend any session because of an **emergency situation**, you must make prior arrangements with Dr. Ballard (469-877-3812) or Dr. Petersen (214-213-4726).

REQUIRED TEXTBOOKS

AUTHOR	TITLE	EDITION	PUBLISHER and/or ISBN
Seidel, H.M., Ball, J.W., Dains, J.E., Flynn, J. A., Solomon, B.S., Stewart, R.W.	Physical Examination and Health Assessment Online for Mosby's Guide to Physical Examination (User Guide, Access Code, and Textbook Package)	7th Ed	ISBN: 978-0-323-06543-6
Seidel, H.M., Ball, J.W., Dains, J.E., Flynn, J. A., Solomon, B.S., Stewart, R.W.	Mosby's Physical Examination Handbook	7th Ed.	ISBN 978-0-323-06540-5
Habif, et al.	Skin Diseases: Diagnosis & Treatment	3rd ed	978-00323077002
Seller, R.	Differential Diagnosis of Common Complaints	6th Ed.	ISBN: 978-1455707720

UpToDate: The link for UpToDate is located on the Blackboard site. You may access the link from home and from your clinical site.

REQUIRED COURSE EQUIPMENT

- Quality stethoscope
- Clear plastic ruler, 5-6 inches long
- Penlight
- Lab coat
- Watch with second hand or second function
- UT Tyler student name badge (\$15.00)
- UT Tyler patch – purchased locally at CR Scrubs
- PDA or cell phone with internet access
- Web Cam for your computer

PROVIDED COURSE EQUIPMENT

Students will be issued a Diagnostic kit (otoscope, ophthalmoscope), percussion hammer, and tuning fork at the beginning of the semester. These **must be returned after completion of the FINAL PRACTICUM. Students who fail to return these items will be responsible for the cost of replacing these items.**

COURSE REQUIREMENTS

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This course is composed of a clinical (lab) component and a didactic/lecture component. Successful achievement of both of these components is necessary for a passing grade in the course. The clinical component consists of a total of 90 clinical hours (For those admitted prior to Fall 2013) and 45 hours for those students admitted Fall 2013 or later. On-campus clinical labs and selected other activities will account for 45 clinical hours.

***The remaining forty-five (45) clinical hours, for students admitted to the program PRIOR to Fall 2013 ONLY, will be completed with preceptors. Students will be responsible for finding their own preceptors. If you have difficulty obtaining a preceptor, please contact your clinical faculty as soon as possible to avoid unnecessary delay.

READING/TIME FOR COMPLETION OF ASSIGNMENTS

Reading of professional materials (books, journals, etc) is an integral aspect of role development as a nurse practitioner. It is recommended that students spend a minimum of 2 hours daily reading materials related to assigned readings, clinical topics, and professional issues associated with the NP role and competencies. As a rough guide, you should plan to spend six to ten hours per week on this course. The actual amount of time will vary from individual to individual. This estimate includes the time you spend in reading, discussions, and assignments

Each participant is responsible for completing the modules and reading assignments in a timely manner. Reading assignments will be listed for each module. Discussion and written assignments are made with the assumption that required reading assignments will be completed prior to completion of discussion and written assignments.

COURSE ELEMENTS

A student's achievement of the course objectives is evaluated based on the following activities:

COURSE EVALUATION

Grades and Grading

Evaluation/Grading Method is as follows:

Course Grading Scale:

- A = 90 to 100%
- B = 80 to 89%
- C = 70 to 79%
- D = 60 to 69%
- F = Below 60%

GRADING ELEMENTS	POINTS
<u>Exams</u>	
Exam 1	20%
Exam 2	20%
Exam 3 (Comprehensive)	30%

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Module Quizzes (Total 100 Qs)	10%
Pediatric Episodic SOAP NOTE	5%
Adult/Geriatric Episodic SOAP NOTE	5%
Shadow Health Modules	10%

Clinical Component (P/F)

Midterm Practicum & SOAP NOTE	P/F
Final Practicum & SOAP NOTE	P/F
Course Clinical Practice Hours (45)	P/F
Preceptor Clinical Practice Hours (45)	P/F
Communication Logs (x2)	P/F
Typhon Clinical Logs	P/F
Total	100%

LATE PAPERS

All late assignments may be assessed a 5 points per day penalty (including week-ends) when the assignment is not posted by the due date and specified time unless prior arrangements are made with the instructor. All papers are due by the time (Central Standard Time) specified in the Course Calendar. Assignments must be posted via the assignment icon on Blackboard – NOT by email.

ABSENCES/MISSED LAB HOURS

Instructors reserve the right to create alternative assignments in cases of missed class days and lab days. Students may also receive point deductions for the missed lab, class day, and/or assignment.

I. EXAMS

EXAMS IN THE COURSE WILL BE GIVEN ONLINE, USING A SERVICE CALLED “PROCTOR U”. STUDENTS WILL BE RESPONSIBLE FOR PAYMENT FOR THE PROCTOR SERVICE. THERE WILL BE THREE EXAMS TOTAL IN THE COURSE. THE FIRST TWO EXAMS ARE 90 MINUTES, AND THE FINAL EXAM WILL BE A 3-HOUR EXAM. THE COST FOR THE PROCTOR SERVICE IS \$25 FOR A 90-MINUTE EXAM, AND \$33.00 FOR A 3-HOUR EXAM. EXAMS MUST BE TAKEN DURING THE TIME DESIGNATED UNLESS OTHER ARRANGEMENTS ARE MADE WITH INSTRUCTORS. MORE INFORMATION ABOUT THIS WILL BE PROVIDED DURING THE COURSE ORIENTATION.

STUDENTS MUST SIGN UP WITH PROCTOR U AT THE BEGINNING OF THE SEMESTER FOR ALL THREE EXAMS. EXAMS WILL BE TIME LIMITED. EXAMS MAY INCLUDE (MULTIPLE CHOICE, MATCHING AND POSSIBLY ESSAY). STUDENTS MUST ACHIEVE AN AVERAGE OF 80 ON ALL THREE EXAMS IN ORDER TO PASS THE COURSE.

A HANDOUT PROVIDED BY PROCTOR U WILL BE LOADED ON BLACKBOARD FOR ADDED INFORMATION.

EXAM DATES:

THE EXAM DATES (ONLINE VIA BLACKBOARD – USING PROCTOR U) ARE LISTED BELOW:

EXAM 1: 2/6/14 -- YOU CAN BEGIN THE EXAM ANYTIME BETWEEN 08:30AM AND 10:00 AM, BUT YOU WILL ONLY HAVE 90 MINUTES TO COMPLETE THE EXAM -- AND YOU MUST FINISH THE EXAM BY 11:30 AM.

EXAM 2: 3/20/14 -- YOU CAN BEGIN THE EXAM ANYTIME BETWEEN 09:00AM AND 10:00 AM, BUT YOU WILL ONLY HAVE 90 MINUTES TO COMPLETE THE EXAM -- AND YOU MUST FINISH THE EXAM BY 11:30 AM.

EXAM 3: 5/5/14 -- YOU CAN BEGIN THE EXAM ANYTIME BETWEEN 09:00AM AND 10:30 AM, BUT YOU WILL ONLY HAVE 3 HOURS TO COMPLETE THE EXAM -- AND YOU MUST FINISH THE EXAM BY 1:30 PM.

- A.** The Exam dates, as noted, are also listed in the course schedule. The module objectives and readings will guide the selection of items for the tests Emphasis will be on application and synthesis of knowledge.
 - a. Exam 1 will cover Modules 1-8
 - b. Exam 2 will cover Modules 8-15
 - c. Exam 3 is a comprehensive Exam with the following breakdown:
 - 50% will be over Modules 16-23
 - 50% will be over Modules 1-15
- B.** An average of 80% on the three exams is required to pass the course. All exams will be given online using Proctor U.
- C.** Absolute integrity is expected from each student in all aspects of the course. Cheating on exams will not be tolerated. Students may be dismissed for violation of academic integrity. Exams are not open-book. No notes, books, papers or aids are to be used during the test. Students are to work individually and submit the test within the allotted time frame. **All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures.** You are responsible to read and follow the student guidelines on academic integrity.
- D.** After all students have completed the exam online via Proctor-U, students will be given the opportunity to review the exam online via the test link. A forum will be provided within the course Blackboard Discussion Board for students to write challenges regarding test questions to be submitted to faculty for review. Only those challenges supported by the student's rationale for their answer will be reviewed. You will have only 30 minutes to complete the test review. Any adjustment to exam grades will be at the discretion of the faculty.
- E.** Grades will be posted on Blackboard, but should not be considered the official grade for

the course.

- F. Opportunities for individual review of each exam will be allowed **within 2 weeks** of the administration of the exam. After that time period, the exam will no longer be reviewed.
- G. If you are unable to take the exam on the posted date, notify the course facilitator ASAP. An alternate exam may be given at the discretion of the course facilitator, which may be comprised of essay questions.

OTHER COURSE ELEMENTS

II. Module Quizzes (10%)

There will be a short Quiz after each module. There will be a total of 100 questions for all modules combined. The combined total of points for all quizzes will account for 10% of the final grade.

III. Shadow Health Modules (10%):

Each student will perform a total of 8 modules using the online software “Shadow Health.” Please **CAREFULLY** review the Registration Guide (this can be found on blackboard under the “modules” tab) for registering for Shadow Health. Then access the following link to register for the Shadow Health Modules, following the instructions in the file:

<http://app.shadowhealth.com/>

IV. Episodic SOAP NOTES (5% Each):

The student is required to submit a total of two (2) episodic SOAP NOTES. One will be an Episodic Pediatric SOAP NOTE, and one will be an Adult/Geriatric Episodic SOAP NOTE. Each of these episodic SOAP NOTES is worth 5%. The episodic SOAP NOTE is to be submitted on the appropriate template. The due dates are listed in the course calendar.

- All written assignments are to be completed in Microsoft Word, using the appropriate template and submitted by the due date.
- All written assignments should be submitted through the assignment links. Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that you use in your work. Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler, will not be tolerated. University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.
- Late assignments will receive point reductions (see Grades and Grading within this Syllabus).

VII. Attendance/Class Participation/Professionalism (P/F)

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Graduate students at The University of Texas at Tyler are held to a high standard of professionalism. The UT Tyler student represents not only themselves, but the University as well. Professionalism issues include, but are not limited to the following: 1) timely attendance to class, online or clinical activities (tardiness); 2) appropriate dress and behavior in class and clinical activities (includes turning off cell phones and pagers, and appropriate grooming and attire both in the classroom, and in the clinical area); 3) leaving class or clinical area to answer phone or make calls; 4) adherence to the Academic Honesty policy of UT Tyler and course syllabus; 5) repeated absences or tardiness to class or clinical activities; 6) failure to notify the faculty or preceptor about changes in the preceptor agreement; 7) tardiness to the clinical site; and 8) failure to adhere to the clinical dress policy. Students are expected to arrive on time to class and to their clinical sites. Points will be deducted from the professionalism grade for consistent tardiness or absences. In addition, students are expected to dress in professional attire and wear a white lab coat with the UT Tyler patch **on the Left Sleeve**.

As adult learners, graduate students are responsible to attend all classes. Students who have emergency situations should contact the course facilitator and assigned clinical faculty as soon as possible. Since class attendance is mandatory, missing class may result in a reduction in the course grade.

Clinical decision-making and diagnostic reasoning must be mastered by the nurse practitioner. The expectation is that students will demonstrate appropriate professional interaction and discussion of clinical experiences, as well as information from reading/studying didactic information. Lack of student discussion and/or class participation may result in deductions from the Professionalism grade.

The student's clinical faculty will be responsible for assigning the student's Professionalism grade at the end of the semester.

VIII. Evaluation of the Course and Faculty

Students at UT Tyler are requested to complete an evaluation to help UT Tyler make improvements and adjustments in their overall learning forums. An end of semester evaluation specifically for this course and for faculty will be made available for you to complete in the last week of instruction. Your comments and recommendations are welcomed in order to assist the faculty in making improvements as the course is updated. Your input throughout the semester contributes to the faculty commitment to continuous improvement in the quality and relevance of this course.

In addition, students are required to complete evaluations of all preceptors and clinical sites used for each semester. These are to be uploaded to Blackboard via the assignment link.

CLINICAL ELEMENTS

On-Campus “Intensives”

This course involves hands-on practice and evaluation by instructors. This will take place during on-campus “intensives”. Student will be on campus for a 3-day period in March according to the following schedule, so please plan accordingly.

Group 1A: Sections 060, 061, 062, and ½ of section 063 --- March 3, 4, 5

Group 1B: Sections 064, 065, 066, and remaining ½ of section 063 --- March 5, 6, 7

Group 2A: Sections 068, 069, and 06A ---- March 24, 25, 26

Group 2B: Sections 06B, 06C, and 06D ---- March 26, 27, 28

- Midterm practicum. (P/F)*
- Final practicum & SOAP Note (P/F)*
- Communications Logs (x2) (P/F)
- Typhon Clinical Logs (P/F)

* In order to achieve a “pass” for the practicum grade, the student must satisfactorily achieve both an 80% on the midterm and an 80% on the final practicum.

I. Midterm Clinical Practicum (Pass/Fail):

The expectation for this course is that by midterm, the student should be able to do a basic history, HPI, and complete head-to-toe physical exam (excluding breast and genitalia) within 60 minutes and be able to write up the findings in a SOAP format due by the date and time noted in the Course Schedule. An 80% or above (using the practicum grading criteria) is required to pass this assignment. The student will perform this Practicum on a classmate in the lab. The Practicum will be performed on campus (see schedule), and students will be given a basic chief complaint for the history taking. This lab practicum will be pass/fail.

II. Final Practicum (Pass/Fail):

At the end of the semester, the student will schedule a time with their clinical instructor to perform their Final Practicum. The Practicum will be performed on a fellow student. A sign up sheet will be provided towards the end of the semester for students to sign up for their final Practicum time. Students will be evaluated on their ability to perform a complete head to toe assessment as outlined on the Final Practicum Evaluation tool. The student will have 45 minutes to complete this complete assessment, and 45 minutes to complete the SOAP write up of their assessment. A “scenario (which will include a chief complaint), will be given to each student by their clinical instructor, at the beginning of their Practicum. Students must score at least 80% according to the practicum evaluation criteria. The final practicum will be Pass/Fail.

III. Clinical Communication Logs (Pass/Fail)

A total of two (2) communication logs are due throughout the semester. These logs must be submitted on the appropriate template and are due by the date listed in the Course Calendar. The purpose of these logs is to facilitate regular communication between the student and the faculty and to evaluate clinical progress.

IV. Clinical Hours (Pass/Fail)*

Campus Clinical Hours:

Students will be given credit for clinical hours for the following activities:

• Intensive Lab Practice Day	8 hrs
• Women's Health Day	8 hrs
• Denver Developmental Assignment (x2)	4 hrs (2 hrs for each Denver)
• Midterm Practicum and Soap Note	3 hrs credit
• Final Practicum and Soap Note	3 hrs credit
• Shadow Health Modules (#8 total)	16 hrs credit (2 hrs for each module)
• Health Assessment Videos	3 hrs credit
Total Clinical hours:	45 hrs clinical credit

*****NOTE: IF YOU WERE ADMITTED TO THE PROGRAM PRIOR TO FALL 2013, THEN YOU WILL NEED A TOTAL OF 90 CLINICAL HOURS FOR ADVANCED HEALTH ASSESSMENT. YOU WILL NEED TO SECURE A PRECEPTOR TO OBTAIN THE REMAINING 45 CLINICAL HOURS.

*****STUDENTS ADMITTED FALL 2013, OR SPRING 2014 WILL NEED 45 CLINICAL HOURS IN ADVANCED HEALTH ASSESSMENT, WHICH WILL BE OBTAINED AS INDICATED ABOVE, AND WILL NOT NEED A PRECEPTOR.

PRECEPTOR AND FACILITY AGREEMENT (FOR STUDENTS ADMITTED PRIOR TO FALL 2013):

The process for approval of preceptors and facilities is the same for all clinical courses in the NP programs. Please check with your clinical faculty prior to obtaining a preceptor agreement, to ensure that the site/preceptor is appropriate for the focus of the course. The preceptor/facility agreement is located on the CON Masters Student website MisSioN Possible under the tab “Important Stuff”, and also under the College of Nursing - Nurse Practitioner web-page under “Student Resources”. You must first check the list of approved sites located on the MSN Possible blackboard site (excel spreadsheet – list of approved facilities). If the facility you want to use is not on the list, you will also need to complete the facility agreement portion of the online form. This process can be time-consuming, as it requires signatures from both the facility and the University. Please start this process early if you must use a site that is not already approved. The url for the page location of the preceptor/facility agreement form on the FNP website is provided below; Scroll down and click on “Preceptor and Facility Agreement Form”:

<http://www.uttyler.edu/nursing/college/student-resources.php>

******Requirements for clinical success (*for students admitted PRIOR to Fall 2013 ONLY*)**

- Submission of Clinical Objectives to each preceptor and to Blackboard via assignment link by due date posted.
- Submission of your clinical schedule by the due date posted (even if tentative).

- Satisfactory Clinical Performance Evaluations (CPEs) from your *preceptors* are required to pass the course.

The Clinical Experience Log (Typhon) will be submitted as well as the Preceptor Clinical Evaluation for every preceptor that is used during the course.

Optional Opportunity for Clinical Hours: Medical Missions (*for students admitted PRIOR to Fall 2013 ONLY*)

Students who participate in medical missions, such as Refuge International (<http://www.refugeinternational.com/>) may be able to earn clinical credit for those experiences. Students requesting clinical hours for medical missions must obtain approval from the clinical Instructor PRIOR to claiming hours for the experience. A maximum of 24 hours may be awarded for medical mission experiences. A summary of experience of your clinical experience must be turned in to your clinical instructor to obtain credit, and hours/encounters must still be logged in Typhon.

***Total Required Clinical Hours for entire FNP Program – 675 Hours**

Students admitted prior to Fall 2013 must complete a minimum of 90 clinical hours for satisfactory completion of this course and a total of 675 clinical hours for the entire program. Students admitted to the program in Fall 2013 or later will complete 45 clinical hours for completion of this course. The breakdown of clinical hours for the entire FNP program is as follows:

- Pediatrics – 150 hours
- Women’s Health – 75 hours
- Family Practice – 450 hours

Approximately one-half of all hours for the program must be completed with a Nurse Practitioner preceptor. The remainder of your clinical hours may be completed with a physician (MD or DO) or PA.

IMPORTANT UNIVERSITY DATES:

- JANUARY 13, 2014 – CLASSES BEGIN; Late registration and schedule changes.
- JANUARY 27, 2014 – CENSUS DATE (12TH CLASS DAY): Deadline for all registrations, schedule changes, and section changes.
- FEBRUARY 3, 2014 – SUMMER REGISTRATION
- MARCH 10-14, 2014 – SPRING BREAK
- MARCH 17 – PRIORITY DEADLINE FOR AUGUST 2014 GRADUATION
- MARCH 26 – LAST DAY TO WITHDRAW PASSING – Please Check with Registrar for proper procedure to withdraw.

GRADE REPLACEMENT/FORGIVENESS AND CENSUS DATE POLICIES

Students repeating a course for grade forgiveness (grade replacement) **must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated.** Grade Replacement

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Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; ***Graduate students are eligible for two grade replacements.*** Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

Spring 2014 Course Calendar

Date	Time	Location	Content	Assignments
Week of 1/13/14-1/19/14 Tegrity	Online	Tegrity	<p>Course Orientation – (via Tegrity)</p> <p>Shadow Health Orientations – Digital Clinical Experience Tutorial and Digital Standardized Patient Orientation for Advanced Health Assessment and -- (Online at www.shadowhealth.com) Students can create their accounts by visiting https://app.shadowhealth.com/ and using the course-specific pin to register: 4297-1811-1638-8631</p> <p>Module 1: Hx & Interviewing/ SOAP NOTES</p> <p>Module 2: HEENT (Dr. Crisp)</p> <p>Module 3: Skin/Hair/Nails</p>	<ul style="list-style-type: none"> • Shadow Health Orientation Module • Graduate Health History Module in Shadow Health due Monday 1/20/14 by 9:00 AM • Quizzes for Modules 1, 2, 3 due by Monday 1/20/14 @ 9:00 AM • Complete Graduate Shadow Health HEENT Module due by Monday 1/20/14 @ 9:00 AM

Week of 1/20/14 - 1/26/124	Online	Tegrity	Module 4: Chest & Lungs Module 5: Psych/Mental Status Module 6: Neurological Assessment	<ul style="list-style-type: none"> Quizzes for Modules 4, 5, 6 due Monday 1/27/14 @ 9:00 AM Complete Graduate Shadow Health Respiratory Module due Monday 1/27/14 @ 9:00 AM
Week of 1/27/14 – 2/2/14 ONLINE	Online	<u>Zoom Session</u> <u>Online</u> Tegrity	Module 7: Cultural Awareness – Dr. Beth Mastel-Smith -- ZOOM Session. Please follow link under course documents for the session. Module 8: Exam Techniques & Equipment	<ul style="list-style-type: none"> Quizzes for Modules 7 & 8 due by Monday 2/3/14 @ 9:00 AM Complete Graduate Shadow Health Neurological Module and Psychological Module due Monday 2/3/14 @ 9:00 AM Clinical Schedule Due 2/10/14 for those admitted to program PRIOR to Fall 2013 ONLY.
Thursday 2/6/14 EXAM 1	8:30-11:30 AM 11:30-12:00	Online via Proctor- U	Exam 1 (You have 90 minutes from the start time to complete the exam – but must be finished by 11:30 -- Dr. S. Petersen on call) Exam Review On Blackboard; Challenges to be posted on Discussion Board	Exam covers Modules 1-8
Week of 2/10/14-2/16/14	ONLINE	Tegrity	Module 9: Heart (Sue Brown) Module 10: Blood Vessels & Lymphatics Module 11: Pain Assessment	<ul style="list-style-type: none"> Quizzes for Modules 9, 10, 11 due by Monday 2/24/14 @ 9:00 AM Complete Shadow Health Graduate Cardiovascular Module due Monday 2/24/14 @ 9:00 AM
Week of 2/17/14-2/23/14 ONLINE	ONLINE	Tegrity	Module 12: Nutrition Assessment Module 13: Pedi Neuro (Linda Rath) Module 14: Abdomen	<ul style="list-style-type: none"> Quizzes for Modules 12, 13, 14 due by Monday 3/3/14 @ 9:00 Complete Graduate Shadow Health Gastrointestinal Module due Monday 3/3/14 @ 9:00 AM
Week of 2/24/14 – 3/2/14	ONLINE	Tegrity	Module 15: Musculoskeletal; Sports and DOT Physicals Module 16: Anus, Rectum &	<ul style="list-style-type: none"> Communication Log #1 due by Monday 3/10/14 @ 9:00 AM

			Prostate - Amy Module 17: Breast & Axilla	<ul style="list-style-type: none"> Quizzes for Modules 15, 16 & 17 due by Monday 3/10/14 @ 9:00 AM Complete Graduate Shadow Health Musculoskeletal Module due Monday 3/10/14 @ 9:00 AM
Week of 3/3/14-3/7/14 Group 1 INTENSIVES & MIDTERM PRACTICUM	8:00AM- 6:00PM	Skills Lab: BRB 2435	INTENSIVES & MIDTERM PRACTICUM See separate schedule	<ul style="list-style-type: none"> Midterm Practicum SOAP Due by 9:00 AM on Monday 3/10/14
Tue/Thur 3/4/14 and 3/6/14	8:00-5:00 Lunch: 12-1	Christus House Clinic – 307 W Cain St, Bullard, TX 75757 (903) 894-0109	LAB GROUP 1: Women's Health Clinical Day: Students will alternate performing history and pap/pelvic exams on patients at this clinic. GROUP 1-A: TUESDAY 3/4/14 GROUP 1-B: THURSDAY 3/6/14	<p><u>Students will receive 8 hours of clinical credit.</u></p> <p><u>This is a mandatory clinical experience.</u> The 8 hours can be counted toward the overall women's health clinical hour requirement.</p>
WEEK OF 3/10/14 – 3/14/14 SPRING BREAK				
Monday 3/17/13	9:00 AM		ASSIGNMENT	Episodic Pediatric SOAP NOTE #1 due Monday 3/17/14 by 9:00 AM
Thursday 3/20/14 EXAM 2	8:30-11:30 am 11:30-12:00	Online – via Proctor U	Exam 2 (You have 90 minutes from the start time to complete the exam - but must be finished by 11:30 -- Dr. A. Toone on call for Exam 2) Exam Review On Blackboard; Challenges to be posted on Discussion Board	Exam covers Modules 8-15
Week of 3/24/14-3/28/14 Group 2 INTENSIVES & MIDTERM	8:00AM- 6:00PM	Skills Lab: BRB 2435	INTENSIVES & MIDTERM PRACTICUM See separate schedule	<ul style="list-style-type: none"> Midterm Practicum SOAP Due by 9:00 AM on Monday 3/31/14

PRACTICUM				
T/TH 3/25/14 3/27/14 Clinical Day Lab Group B	8:00-5:00 Lunch: 12-1	Christus House Clinic – 307 W Cain St, Bullard, TX 75757 (903) 894-0109	LAB GROUP 2: Women's Health Clinical Day: Students will alternate performing histories and pap/pelvic exams on patients at this clinic. GROUP 2-A: TUESDAY 3/25/14 GROUP 2-B: THURSDAY 3/27/14	<u>Students will receive 8 hours of clinical credit.</u> <u>This is a mandatory clinical experience.</u> The 8 hours can be counted toward the overall women's health clinical hour requirement.
Week of 3/31/14 – 4/6/14 CLASS DAY 5	ONLINE	Tegrity	Module 18: Female Genitalia-M. Crisp Module 19: Male Genitalia	<ul style="list-style-type: none"> Quizzes for Modules 18 & 19 due by Monday 4/14/14 @ 9:00 AM
Monday 4/14/14	9:00 AM		ASSIGNMENT	<ul style="list-style-type: none"> Adult/Geri Episodic SOAP NOTE #2 due 4/14/14 by 9:00 AM
Week of 4/14/14-4/20/14	ONLINE	Tegrity	Module 20: Pediatric Assessment (Including Developmental Milestones, Anticipatory Guidance, and Red Flags) Carol Price Module 21: Geriatric Assessment	<ul style="list-style-type: none"> DUE: <u>TWO</u> Denver Developmental Assessments (X 2) and Anticipatory Guidance Summaries; Due by 4/21/14 @ 9:00; SCAN AND TURN IN DRAWINGS AND TIMELINE VIA ASSIGNMENT DROPBOX, UNLESS OTHER ARRANGEMENTS ARE MADE WITH CLINICAL INSTRUCTOR. Quizzes for Modules 20 & 21 due by Monday 4/28/14 @ 9:00 AM
Week of 4/21/14-4/27/14	ONLINE	Tegrity Lecture	Module 22: Putting it all together Module 23: Critical Thinking/Management & Developing the Plan Complete Physical Demonstration by Instructors	<ul style="list-style-type: none"> Quizzes for Modules 22 & 23 due by Monday 4/29/13 @ 9:00 AM Communication Log #2 due Monday 4/29/13 @ 9:00 AM

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Week of 4/28/14-5/5/14 FINAL PRACTICUM	FINAL PRACTICUM	On Campus, or via GoToMeeting/ Skype or Zoom – schedule with clinical instructor	FINAL PRACTICUM Students will be scheduled in groups of 2; each group for a 2hr block of time	<ul style="list-style-type: none"> Students to perform complete Head-Toe Assessment and complete a SOAP NOTE OF THE Assessment Return Diagnostic Kit and Denver Kits by 5/5/14 – Student will not receive a grade until all equipment is returned. If lost/stolen, will be responsible for cost (\$700.00)
Sunday 5/4/14				<ul style="list-style-type: none"> Last day to complete clinical hours (for those students admitted to the program PRIOR to Fall 2013 ONLY)
5/5/14 EXAM 3	9:00-1:00 1:00-1:30	Online via Proctor U	Exam 3 (You have 90 minutes from the start time to complete the exam - but must be finished by 11:30 -- Dr. E. Ballard on call for Exam 3) Exam Review On Blackboard; Challenges to be posted on Discussion Board	100 QUESTION Comprehensive Exam: <ul style="list-style-type: none"> Modules 1-23 (50% Modules 1-15; 50% Modules 16-23)
Friday 5/9/14	5:00 PM			<ul style="list-style-type: none"> Typhon Clinical Logs, Summary of Clinical Hours, and all Preceptor Evaluations due by 5pm

Purple – Dr. Ballard Lectures

Blue – Dr. Toone Lectures

Green – Dr. Petersen Lectures

Maroon – Dr. Rizer

Turquoise – Dr. Crisp

Orange – TBA (Ms. Brown, Ms. Price, or Ms. Corley)

Pink – Guest Speakers

Red – Exams and Practicums

DUE DATES IN CHRONOLOGICAL ORDER

DUE DATE	ASSIGNMENT
Monday 1/20/14 by 9:00 AM	<ul style="list-style-type: none"> Shadow Health Orientation and Health History Modules completed. Students can create their accounts by visiting https://app.shadowhealth.com/ and using the course-specific pin to register: 4297-1811-1638-8631

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Monday 1/20/14 by 9:00 AM	• Quizzes for Modules 1,2,3
Monday 1/27/14 by 9:00 AM	• Quizzes for Modules 4, 5, & 6 & Shadow Health HEENT Module
Monday 2/3/14 by 9:00 AM	• Quizzes for Modules 7 & 8 and Shadow Health Respiratory Module
Thursday 2/6/14 8:30 to 11:30 AM	• EXAM 1 via Proctor U (Dr. Petersen on-call)
Friday 2/10/14 by 9:00 AM	• ***Clinical Schedule Due (<i>for those admitted to program PRIOR to Fall 2013 ONLY</i>)
Monday 2/24/14 by 9:00 AM	• Quizzes for Modules 9, 10, 11 and Shadow Health Cardiac Module
Monday 3/3/14 by 9:00 AM	• Quizzes for 12, 13, 14 and Shadow Health GI Module
3/3/14 through 3/7/14	• GROUP 1 INTENSIVES (see individual schedule and assignments)
3/10/13 – 3/14/14	• Spring Break
Monday 3/10/14 by 9:00 AM	• Quizzes for 15, 16, 17 and Shadow Health Musculoskeletal Module
Monday 3/17/14 by 9:00 AM	• Pediatric episodic SOAP note due.
Thursday 3/20/14 8:30-11:30 AM	• EXAM 2 via Proctor U (Dr. Toone on-call)
3/24/14 through 3/28/14	• GROUP 2 INTENSIVES (see individual schedule and assignments.)
Wednesday 3/26/14	• LAST DAY TO WITHDRAW FROM CLASS
Monday 4/14/14 by 9:00 AM	• Quizzes for Modules 18 & 19 and Geriatric Episodic SOAP note
Monday 4/21/14 by 9:00 AM	• TWO Denver Developmental Assessments, and Anticipatory Guidance Summary
Monday 4/28/14 by 9:00 AM	• Quizzes for Modules 20 & 21
4/28/14 through 5/5/14	• FINAL PRACTICUM (per individual schedule)
Monday 5/5/14 9:00am – 1:00pm	• Exam 3 (COMPREHENSIVE) via Proctor U (Dr. Ballard on call) • Last day to complete clinical hours (for those admitted to program PRIOR to Fall 2013 ONLY).
5/9/14 by 5 pm	• TYPHON clinical logs, student evaluations of preceptors and sites, and preceptor evaluations of students all due

OTHER IMPORTANT INFORMATION

Assignments/Projects Turn-In Process

All assignments and projects will be submitted through the assignments link. Use the following process to prepare and submit assignments:

- Prepare your assignment using Microsoft Word. **Name your assignment with the following convention: First initial, Last name, Assignment title, Course Number (ex. MSmithPediatricCaseStudyN5352)**
- Click on "View/Complete Assignment" in the modules overview area or project area
- Number 1-shows the assignment instructions

- Number 2-is where you add your comments and attach your completed assignment
- Number 3-when all attached files (your completed assignment files) are uploaded, click submit

When assignments are received, we will open them in Microsoft Word for grading. This will enable us to make comments, ask questions, etc. We will then return your assignment through the Student Grade book area. To see comments about your assignment, click on your grade.

If you need more instructions on how to submit files through the assignment link in the modules, please read the Blackboard Student Manual located in the Tools area.

Name Badges

Nurse Practitioner students are to wear their Name Badges whenever they are in the clinical setting.

UpToDate

One of your required resources for N5352, as well as your other nurse practitioner courses, is *UpToDate*. *UpToDate* is an evidence-based, peer reviewed information resource that is available to you via the Web, desktop computer, and/or PDA. Through summer 2014, a HRSA grant is providing this subscription. This is a savings of over \$200.00 per year to the student. To access *UpToDate*, follow the link provided on your Blackboard site under the announcement page. Click on this link and you will be directed to the *UpToDate* site. You will be able to access this site at home and at your clinical practice sites.

Typhon

Throughout the NP Program, you will be asked to keep track of your clinical hours in a system called Typhon. Through this site, you will not only keep track of clinical hours but will also enter your clinical schedule. A listing of all patients you have cared for during the course and during your NP clinical experiences and your clinical schedule of hours worked is to be recorded using Typhon. Typhon requires demographic data and diagnoses for each patient. Entries using Typhon should be posted within one week of the clinical experience. Typhon will be evaluated by your instructors at mid-term, at the end of the course, and periodically throughout the course.

Each student should keep a printout or burn a CD of your clinical logs (or both). These logs may be requested by the Board of Nursing if you move to another state and request approval as an APN there. It is the responsibility of the student to keep these logs.

For the next three years, a HRSA grant is providing this subscription to Typhon. You will receive an email with a login and password and all the information you need to register for this site.

Preceptors (This section for students admitted to program PRIOR to Fall 2013 ONLY)**

This course requires 90 clinical hours in addition to the didactic content. Students are required to find their own preceptors. Before a student can begin their clinical hours, a signed preceptor agreement and a clinical facility agreement must be submitted to Dr. Elaine Ballard. If the clinical site already has a facility agreement with UT Tyler on file, another one is not necessary, however, a signed preceptor agreement is still needed. If a facility agreement is not on file, it

may take some time to get this accomplished, so start this process as early as possible. This information is provided to help you plan your clinicals, so that you are not waiting for approval. A list of preceptors that have clinical facility agreements on file is available in the NP program office to help you with this process and will be loaded onto blackboard. The preceptor agreement form is included. If a facility agreement needs to be initiated, please complete the Facility Agreement Information document that is attached and email it to Dr. Ballard as quickly as possible at the beginning of the spring semester. This will help to expedite the process. Your clinical instructor must approve your preceptors and your clinical schedule prior to beginning any clinical hours. ***Students are strongly encouraged to begin making contacts with potential preceptors now, in order to begin your clinical hours once you have actually started the course.***

Clinical experiences should include adult/geriatrics, pediatrics, ob/gyn, and newborn. In order to meet the learning objectives, you may choose to work with physicians, physician assistants and nurse practitioners who are in primary care and/or specialists such as pulmonologists, dermatologists, ENT, etc. You are the best judge of your strengths and the areas where you need to develop more skills. Try to find preceptors that will help you to meet your goals. Please remember that you are ***not*** allowed to do your clinicals where you are employed. **Each course has specific focus for clinicals, and clinical sites/preceptors must be approved by your clinical instructor.** A Preceptor Handbook is available on Blackboard for students to give to your preceptors. In addition, students are expected to develop specific clinical objectives and provide those to each of your preceptors at the beginning of your clinical rotations.

COMMUNICATION

- **With Preceptors**

Clarity in communication is absolutely critical to the professional role, especially for the advanced practice nurse. Communicate clearly with preceptors about your objectives, learning needs, and clinical hours. Preceptors provide feedback to the student and the faculty about the student's clinical performance.

- **With Faculty**

Regular communication with the clinical faculty is required to review clinical activities, develop on-going objectives, and evaluate clinical progress.

- **On Blackboard**

Students are to check the discussion board of Blackboard **daily** for announcements and new information. Students may also post questions in the designated areas to other students or the course faculty.

- **Patriot Email**

Students must check their *Patriots* email on a regular basis. This is the preferred method of communication by faculty with students. Failure to check your email may result in a lack of feedback regarding course changes and other important information.

All student assignments should be posted for evaluation using the assignment icon in Blackboard. Graded assignments will be posted there also unless your clinical faculty makes alternate arrangements with the student.

Email: To communicate by email within the course with other participants or all participants, click the Communications link on the left. Click Send E-mail to send a message. You are able to send messages to All Users or Select Users in the course, including the instructors. If you need more instructions on how to send email messages with Blackboard please read the student manual located in the Resources area of the course.

Questions or problems other than technical problems (see Technical Requirements in this Syllabus) may be submitted to the email address above. You will receive quick responses to any emails you send during our office hours. Generally speaking, we check our email inbox several times a day during the workweek, less frequently on the weekend, and rarely after 6 p.m. any day. If our schedules will make us unavailable to answer emails for a day or two, we will send an announcement out so that you can plan accordingly. Technical problems in email systems may slow down responses.

COMPONENTS OF THE ENTRY LEVEL PHYSICAL EXAMINATION

Each student is expected to enter the course with at least basic abilities in health assessment.
Upon entry to the course, you should be able to function at the level described below.

A. GENERAL SURVEY OF CLIENT.
1. Gather name, age, sex, and occupation.
2. Level of consciousness.
3. Coordinate procedures to limit position changes for examiner and client.
4. Wash hands at appropriate times
5. Briefly summarize findings to client, & thank client for his/her time.
6. Use appropriate terminology & correctly pronounce medical terminology with client.
B. STANDING IN FRONT OF CLIENT, CLIENT IS SITTING.
1. Skin/Nails
a. Inspect hands
b. Inspect fingernails, Note nailed color
c. Assess for clubbing.
d. Palpate nails for capillary filling and note time: (i.e.<2 secs)
e. Inspect skin color and pigmentation. Notes cyanosis
f. Palpate skin temperature.
g. Palpate skin moisture.
h. Palpate skin texture.
i. Note and describe any lesions
2. Pulses
a. Palpate Radial pulses (Scale 0-4+)
b. Palpate Brachial pulses (Scale 0-4+)
3. Assess Range of Motion
a. Hands
b. Wrist
c. Elbow
d. Shoulders
4. Head and Face.
a. Inspect and palpate scalp, hair, cranium.
5. Eyes.
a. Six cardinal fields of gaze (EOMs)
b. PERRLA
1. equal and round
c. Inspect and Palpate External structures.
d. Inspect
1. Conjunctivae.
2. Sclerae, Cornea, Iris
6. Ears.
a. Inspect and palpate external ears.
b. Determine if any ear tenderness is present.

7. Nose.
a. Inspect and palpate external nose.
b. Patency of nostrils.
8. Mouth and Throat.
a. Inspect lips and buccal mucosa with penlight and tongue blade.
b. Teeth and gums.
c. Observes swallow
9. Neck.
a. Assess skin characteristics.
b. Inspect for symmetry, plus palpate for lumps and pulsations.
c. Carotid pulse.
d. Trachea.
e. ROM.
C. BACK OF CLIENT, CLIENT SITTING.
1. Chest and Lungs, Posterior.
a. Inspect (verbalize observations):
- Skin characteristics.
- Use of accessory muscles.
- Retractions, heaves, or dyspnea.
- Symmetry.
b. Auscultate breath sounds with diaphragm of stethoscope in organized Sequence -- side-to-side.
- Posterior (6 minimum sites)
- Lateral (5 minimum sites).
c. Describe type of breath sounds heard.
D. FRONT OF CLIENT.
1. Chest and Lungs, Anterior.
a. Inspection
- Respirations.
- Skin characteristics.
b. Palpate
- lumps or tenderness (4 places, upper/lower)
- skin turgor.
c. Auscultates (4 minimum sites)
- breath sounds with diaphragm of stethoscope in organized sequence, side-to-side
- Describe type of breath sound
E. CLIENT SUPINE
1. Heart
a. Inspect precordium for pulsations and heaves.
b. Palpate precordium with palm.
c. Locate, Inspect, Palpate, and Auscultate PMI/ Apical impulse.
d. Auscultate apical rate and rhythm.
e. Locates landmarks.
f. Auscultate heart sounds with diaphragm:
1. Aortic area

2. Pulmonic area
3. Erb's Point
4. Tricuspid area
5. Mitral area
g. Auscultate heart sounds with bell:
1. Aortic area
2. Pulmonic area
3. Erb's Point
4. Tricuspid area
5. Mitral area
2. Abdomen
a. Observe
1. Abdomen at eye level from client's right.
2. Inspect skin characteristics.
3. Inspect contour, symmetry.
4. Inspect umbilicus and pulsations.
b. Auscultate
1. Bowel sounds with diaphragm in all four quadrants.
3. Lower Extremities.
a. Inspect legs
1. Symmetry.
2. Skin characteristics, hair distribution.
3. Nail bed color
b. Palpate legs
1. Temperature.
2. Pretibial edema.
3. Posterior tibial pulses. 0 – 4+ scale.
4. Dorsalis pedis pulses. 0 – 4+ scale
5. Toes for capillary refill. - (i.e. < 2 secs)

Policies and Expectations

Accessing Library Resources

Students enrolled in this course have several options to access library resources. You may visit your home campus library or the [Robert R. Muntz Library](#) at the University of Texas at Tyler. Follow this link, and then complete the instructions at those sites for accessing information from a distant site.

Course Evaluation

UT Tyler asks you to complete a voluntary evaluation to help them make improvements and adjustments in their overall online learning forums. Also, an end of semester evaluation specifically for this course will be made available for you to complete in the last week of instruction. Your comments and recommendations will be considered seriously as the course is updated. Your input throughout the semester contributes to my commitment to improve continually the quality and relevance of this course.

Technical Information

This is a centralized listing of important technical information and assistance.

If you experience technical problems or have a technical question about this course, you can obtain assistance by accessing [The UT Tyler Campus Computing Center](#).

Computer Requirements-Minimum hardware requirements and recommended software configurations

- Ensuring you have the proper hardware and software is imperative to your success in an online course. The requirements are based on the results of testing conducted by Blackboard. Additional information is available at
- <http://wiki.uttyler.edu/pages/viewpage.action?pageId=1474652>

What are the recommended computer requirements to access Blackboard?

[Blackboard Documentation and FAQ](#) > [FAQ](#) >

- 128 MB of RAM.
- Microsoft Windows 2000, Microsoft Windows XP with the latest critical updates, or Microsoft Vista with the latest critical updates. (note: you will need to turn the text box editor off if you are using Vista as described above.)
- Internet Explorer XP 7.0 with the default settings. (note: you will need to turn the text box editor off if you are using Internet Explorer 7.)
- Microsoft Office XP and 2003 with the latest critical updates.

In addition, you might need the following software installed:

- Adobe Acrobat Reader - [download it here for FREE](#)
- Macromedia Flash Player - [download it here for FREE](#)
Note: If you do not want the Yahoo Tool Bar for your browser, uncheck the box BEFORE you download.
- Real Player - [download it here for FREE](#)
Note: An "installer" program will download first, then you will be prompted to actually download the player.
- Quick Time Player - [download the Windows version here for FREE](#)
Note: If you do not want the newsletter subscriptions, uncheck the boxes.
- Windows Media Player - [download it here for FREE](#)

*** Note: You can buy Microsoft Windows XP and Microsoft Office 2003 at the UT Tyler bookstore at an affordable price.*

- **Audio**
16 bit or better sound card and speakers (if your course contains audio content)
- **Web Cam**
- **Internet Connection**
56.6 KBPS modem, cable modem, DSL, or intranet (T-1)
Note: Corporate or academic security firewalls may block some course content, such as chat or streaming media
- **Email Address**
Email is a vital communication medium in online learning. It is important that you have a working email address to receive communications from your advisor, instructors, and classmates. You are responsible for keeping your email address and other personal information up to date in the Tools Area, Personal Information section.
- **Virus Protection**
It is recommended that you protect your computer from viruses. Keep your antivirus software up to date with the latest virus updates. Antivirus and Personal Firewall products may be available to you for free or at a reduced price through the [Campus Computing Center](#). Check with your ISP, network help desk, or search the Internet for more information and product resources.
- **Spyware & Adware Protection**
Spyware and Adware are fast-growing threats that represent a major security and privacy risk. **Spyware** is a program that is installed, with or without the user's permission, and can monitor computer activity while broadcasting the information back to an outside party that controls the program. **Adware** displays unwanted advertising to your computer, can track your Web surfing habits and report it back to a central advertising server. It can slow your PC to a crawl by bombarding it with unwanted ads. Spyware and Adware removal tools and protection may be obtained through the [Campus Computing Center](#) or online resources.
- **Browsers**



[Download Safari](#)



- UT Tyler courses use Java, JavaScript, browser plug-ins, helper applications and cookies. It is **essential** that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course.
- **Unsupported Browsers**-America Online (AOL), Prodigy, Juno, MSN, Yahoo and other Internet Service Providers (ISPs), provide their own internal and proprietary web browsers. These browsers may not be compatible with UT Tyler courses. We strongly recommend downloading and installing one of the Blackboard supported browsers listed above to ensure optimal functionality with the elements of your online course. **Note:** It's not recommended to use IE on Macintosh since it is no longer supported by Microsoft.

- **Plug-ins and Helper Applications**

- Macromedia Flash Player allows you to view content created with Macromedia Flash such as interactive web applications and animations.
- Shockwave Player allows you to view content created with Macromedia Director such as games and interactive 3D simulations.
- RealPlayer allows you to view and listen to streaming video and audio.
- QuickTime Player allows Mac and Windows users to play back audio and video files.
- Windows Media Player allows you to view, listen and download streaming video and audio.
- Adobe Reader allows you to view, save, and print Adobe Portable Document Format (PDF) files.
- Sun Java Runtime Engine (JRE) allows you to use interactive tools on the web.



PowerPoint Viewer

2003 lets you view full-featured presentations created in PowerPoint 97 and later versions.

- **Tools**

- [*Blackboard Academic Suite User Manual*](#)

Resource detailing the tools and functions included as part of the *Blackboard Academic Suite* from the Student or general user perspective

- **Getting Help** -If you are having technical problems, please contact the Campus Computing Center:

- Campus Computing Center
Business 101
3900 University Blvd
Tyler, TX 75799
(903) 566-7367
itsupport@patriots.uttyler.edu

OTHER IMPORTANT UNIVERSITY POLICIES

<http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf>

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date).

Exceptions to the 6-drop rule include, but are not limited to, the following: totally withdrawing from the university; being administratively dropped from a course; dropping a course for a personal emergency; dropping a course for documented change of work schedule; or dropping a course for active duty service with the U.S. armed forces or Texas National Guard.

Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

Disability Services

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a

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disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

Student Absence due to Religious Observance

Students who anticipate being absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.